

**ADVERTISEMENT
REQUEST FOR PROPOSALS
FOR
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PHASE 1
DOWNTOWN REVITALIZATION PLAN
GRAND ISLAND COMMUNITY DEVELOPMENT DEPARTMENT
GRAND ISLAND, NEBRASKA**

Submittals:

Proposals must be at the Grand Island City Clerk's office no later than 4:00 p.m., Thursday, September 27, 2012. Please provide 5 paper copies of your proposal in an envelope clearly marked on the exterior as containing "Proposals for Phase 1 Downtown Revitalization Plan". A mailing label is available from Community Development and can be requested by phone (308-385-5444, ext. 179) or email (marcof@grand-island.com.)

Submit proposals to:

RaNae Edwards, City Clerk
"Proposals for Phase 1 Downtown Revitalization Plan"
City of Grand Island
100 East First Street
Grand Island, NE 68801

Questions or requests for information may be directed to: Marco Floreani, Community Development Administrator, 308-385-5444 Ext. 179, or marcof@grand-island.com



Request for Proposals

By the
City of Grand Island
Community Development Division
For a

Phase 1 Downtown Revitalization Master Plan

Introduction:

The City of Grand Island Community Development Division requests proposals from consulting firms or qualified individuals for the completion of a Community Development Block Grant (CDBG) Phase 1 Downtown Revitalization Plan that specifically addresses the development of downtown upper-level housing units, mixed-use and historical building development, infrastructure, business recruitment, marketing, and future planning and development strategies for the City of Grand Island and the Grand Island Downtown Business Improvement District.

Proposals will be scored on the following criteria:

1. Consultant team and most recent firm experience on similar projects (25)
2. Approach to the Study (35)
 - a. Approach to community engagement
 - b. Innovative components in proposal
 - c. Implementation Strategies
 - d. Firm's planning and design principles
3. Qualifications for Project Team (10)
4. References (10)
5. Proposed project timeline (10)
6. Proposed cost (10)

Project Description

The City of Grand Island is the grantee of a Nebraska Department of Economic Development CDBG Phase 1 Downtown Revitalization Planning Grant. The consulting firm or individual selected will aid in the production of a Downtown Revitalization Master Plan. The master plan will assist the Downtown in short and long-term planning and enable the City of Grand Island into procuring additional CDBG Phase 2 implementation funds. The plan must include public meetings and input from the community. The selected consultant will be expected to perform the entire scope of services, including, but not limited to:

- Develop mixed-use development strategies for historical buildings
 - Provide strategies for redevelopment of buildings for upper level housing
 - Identify significant infrastructure deficiencies or needs
 - Produce strategies for economic development and business recruitment
 - Coordinate and conduct public meetings
 - Engage downtown business owners and their staff
 - Create a feasible implementation strategy that includes activities eligible for CDBG Phase 2 implementation funds.
 - Work with the Downtown Improvement Board and Community Development staff to recruit a steering committee and define responsibilities for the committee
 - Provide data to Community Development Staff as needed for grant reporting
 - Other objectives as identified and agreed upon by the consultant and the City of Grand Island
 - Provide 6-10 draft copies and an electronic copy for public review prior to approval of study
- * Community Development Block grants (CDBG) are funded by federal money and administered by the Nebraska Department of Economic Development (DED). All projects using federal funds must follow federal regulations and meet a National Objective of benefitting Low-to-Moderate Income (LMI) persons or address instances of blight in a community.

Proposed Format:

A written proposal must be submitted with the required information outlined herein. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. If the proposal is not complete, it will not be considered for evaluation. Submit five (5) paper copies to the City Clerk at the address provided in this RFP Document.

Proposal Content:

The written proposal should provide background information about the consultant, its employees and experience with related projects and clients. It should cover the experience of the firm, as well as any consultant, staff, subcontractors, or other principals, on the proposed team. For the purposes of the RFP, the term "consultant" shall refer to the prime respondent of this RFP, or in other words, the consultant with whom the City of Grand Island will enter into an agreement.

Specifically, the proposal should address the following information in order:

1. Consulting firm profile listing: name, address, telephone number, fax number, e-mail address, web address, primary contact name and contact information if different from the firm, year established and number of consulting staff.
2. Information about the overall makeup of the project team, including: the identity of all key personnel, a description of their respective responsibilities and duties, and experience with this type of project.
3. Summary of no more than three (3) similar or relevant projects for which the consultant was responsible during the past 3 years. Each project summary should include the following:
 - a. Description of the project, including price and year completed
 - b. Degree of involvement (principals, staff, subcontractors, and/or consultant)
 - c. Project references including names and contact information
 - d. Population of community for which project was completed
4. Current consultant workload and ability to perform work for this project given the proposed grant timeline and/or ability to expedite the project.
5. Approach to the study - see scoring criteria
6. Provide a sample of proposed contract terms and conditions for review by the City.
7. Additional information the respondent believes to be relevant to the selection efforts of the City of Grand Island.

Project Schedule:

Grant Contract Period: March 4, 2012

Contract Negotiations:

An evaluation committee will rank the proposals and, if necessary, interviews scheduled accordingly. The proposed schedule may be adjusted, if needed, to accommodate the interview process. The City will attempt to negotiate an agreement with the highest ranked proposer. If a satisfactory agreement cannot be negotiated with the highest ranked proposer, then an attempt will be made to negotiate an agreement with the next highest proposer.

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Proposals must remain firm for ninety (90) days from proposal due date. The City of Grand Island Community Development Division reserves the right to reject any or all proposals and to select the proposals that is deemed to be in the City's best interest, at its sole direction.

General Comments:

1. Any cost incurred by respondents in preparing or submitting proposals for the project shall be the respondent's sole responsibility.
2. All responses, inquiries or correspondence relating to this RFP will become the property of the Grand Island Community Development Division.
3. GRATUITIES AND KICKBACKS. City Code states that it is unethical for any person to offer, give, or agree to give any City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of the program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for payment, gratuity, or offer of employment to be made or on behalf.
4. EQUAL EMPLOYMENT AND NON-DISCRIMINATION. The City is an Equal Opportunity agency. It is the intent of the successful Proposer to provide equal employment opportunity in its employment practices for all persons and will not discriminate on the basis of race, color, religion, sex, age, or national origin, or against any qualified handicapped/disabled individual. This same policy of non-discrimination will be practiced throughout the entire contract as pertains to the treatment of its volunteers and in dealing with all customers.
5. Proposer will keep and maintain insurance requirements for City vendors and maintain workers compensation coverage for proposer's employees.